



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

December 5, 2003

**SPED 04-01**

M E M O R A N D U M

**TO:** District Directors of Special Education  
District Testing Coordinators  
Charter School Administrators  
Secure Care, Directors of Special Education  
Private School Administrators  
County Schools, Directors of Special Education  
State Agencies, Directors of Special Education  
BIA, Special Education Coordinators

**FROM:** Steve Mishlove  
Director of Special Programs  
Exceptional Student Services

**SUBJECT:** **Submission of Alternate Assessment Data for Fiscal Year 2004**  
Arizona's Instrument to Measure Standards-Alternate (AIMS-A)  
Alternate State Achievement Test (ASAT)

**To change or add authorized users:**

To change or add authorized users who have access to the Alternate Assessment common logon, the district superintendent or charter contract signer should use the Request Logins web site page to generate an e-mail to the ADE Support Center requesting access to Alternate Assessments for a designated person **before March 1, 2004**. The Support Center will create a new user account for that person.

**Additional submission requirements:**

AIMS-A submission is required annually for students ages 19 through 21, which allows for continual measurement of student progress.

**Public education agencies may submit alternate assessment data through:**

1. AADSI system by **February 28, 2004**
2. ADE common logon system between **April 1 and April 30, 2004** (Note: Schools using the AADSI system will be able to access the ADE common logon system on April 1 only for those students reported through the DELREP Program who attend approved private day special education schools and residential treatment centers.

**Printing student reports:**

Student Reports are available for printing in English, Spanish, or both. Reports will be available for printing **between April 1 and June 4, 2004.**

**New data validation system available for AADSI users:**

Public education agencies that use AADSI may now validate the data on their AADSI CD-ROM by uploading the data into the ADE common logon system.

- If the data is free of errors the agency may click on submit, which sends the data directly to ADE and completes the submission process.
- If the data has errors, print the error report and make corrections in the AADSI system during the data correction period **from March 15 through April 8, 2004.**

**Types of error messages:**

1. District of residence does not match
  - If student is new to the public agency, then
    - Verify with previous public agency that student has been officially withdrawn. If student has not been withdrawn, then request it be done immediately.
    - If student was officially withdrawn from previous public agency, then contact Regional Training Center.
2. Student does not exist
  - There is a difference between the alternate assessment entries and the public agency's SAIS entries pertaining to the student's SAIS number, date of birth or gender
  - Verify student's SAIS number, date of birth, and gender with the SAIS administrator of the public agency
  - Make corrections as needed
3. Needs for this student were not found in Student Details
  - Special education data are not present in the Student Details/SAIS system
  - Contact SAIS administrator of the public agency to upload missing data to ADE
4. Invalid test data
  - The score was above or below the valid score range
  - Re-enter the valid test score

**The following is the responsibility of private schools, accommodation schools, and other public schools that serve students on behalf of another district of residence (DOR):**

1. This includes other public schools that serve students from elementary school districts without a feeder union high school district and unified school districts without a high school.

2. Submit the following completed forms to the district of residence **no later than January 31, 2004**:
  - Forms 2, 3, 4, and 5 A – D for AIMS-A eligible students
  - Form 2 for ASAT eligible students

**How to submit alternate assessment data for eligible students placed by the public education agency in private day schools, accommodation schools, other public schools, or private residential facilities:**

For these students eligible for alternate assessments in 2003, the public education agency that is the district of residence (DOR) should:

**AADSI**

1. If the district of residence has not received the alternate assessment forms, then obtain the following from the private agency or other public agency serving the child on behalf of the district of residence:
  - Copies of Forms 2, 3, 4, and 5 A – D for AIMS-A eligible students
  - Copies of Form 2 for ASAT eligible students
2. Enter the raw data from the above-mentioned forms into the AADSI system by **February 28, 2004**.

**ADE Common Logon**

1. If the district of residence has not received the alternate assessment forms, then obtain the following from the private agency or other public agency serving the child on behalf of the district of residence:
  - Copies of Forms 2, 3, 4, and 5 A – D for AIMS-A eligible students
  - Copies of Form 2 for ASAT eligible students
2. Summarize the data from the above named forms onto Form 6 and/or 8.
3. Submit the data from Form 6 and/or 8 to the Arizona Department of Education at [www.ade.az.gov](http://www.ade.az.gov) through the ADE common logon **between April 1 and April 30**.
  - Submit alternate assessment data for eligible students early in April to allow adequate time to correct errors, if needed.
  - When submitting FY 2004 data for eligible students for whom data was submitted in FY 2003, there will be a pick list to select the student by school site. There is no need to re-enter student name, SAIS number, and other data. (For newly eligible students, add the student-identifying information for the first time to the database.)

**NOTE:** School districts without a high school are the district of residence for their high school students, i.e., elementary district without a feeder union high school district, or a unified school district without a high school. These districts of residence **must submit the alternate assessment data through the ADE common logon system**. When using the ADE common logon system, these districts of residence must choose “*other*” when selecting school.

**For further information related to:**

- Obtaining alternate assessment forms, refer to [www.ade.az.gov/standards/aims](http://www.ade.az.gov/standards/aims) (click on AIMS-A) and [www.ade.az.gov/standards/stanford9](http://www.ade.az.gov/standards/stanford9) (click on ASAT)
- Submitting alternate assessment data to ADE using AADSI or ADE common logon, refer to the Alternate Assessment Manual located at [www.ade.az.gov/standards/aims](http://www.ade.az.gov/standards/aims) or [www.ade.az.gov/standards/stanford9](http://www.ade.az.gov/standards/stanford9)
- Completing alternate assessment forms, please contact the ADE Exceptional Student Services specialist assigned to the public education agency.
- Difficulty submitting alternate assessment data electronically through the ADE common logon, please contact the local Regional Training Center at [www.ade.az.gov/rtc](http://www.ade.az.gov/rtc)